	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> DEC 01 2009	<b>POLICY NO.:</b> COR.14.05
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.14.05 & 02/09/93	
	<b>SUBJECT:</b> <b>FUNERAL AND SICK BED VISITS BY INMATES</b>		Page 1 of 3

## 1.0 PURPOSE

To provide guidelines wherein inmates may be provided the opportunity to be with family during times of death and critical illness.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. Hawaii Revised Statutes (HRS), 353C-2, Director of Public Safety; powers and duties.
- b. Department of Public Safety (PSD) Corrections Division Policy, COR.08.01, Court Appearance and Transport of Inmates
- c. PSD Corrections Division Policy, COR.08.24, Use of Mechanical Restraints

### .2 Definitions

- a. Immediate family: Mother, father, wife, husband, child, grandparents or sibling(s). In instances of "hanai" relationships, individuals who functioned in the roles as parent(s), sibling(s), or child (ren), will be considered as part of the inmate's immediate family. A common-law spouse will be considered to be part of the inmate's immediate family if there is a bona-fide, long-term spousal relationship.

## 3.0 POLICY

Facility Wardens with the exception of the Mainland Branch Administrator may permit inmates to leave the facility in custody of corrections staff to attend funerals or make bedside visits to members of their immediate family.

## 4.0 PROCEDURES (In-state Inmates)

- .1 It shall be the responsibility of the Warden of the facility which the inmate is assigned to determine the need to permit the inmate to attend any or all of the funeral services, or bedside visits.
- .2 In all cases, the inmate shall be escorted by a responsible correctional officer to and from the facility and in compliance with COR.08.01 and COR.08.24.

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- a. The Facility Warden shall issue complete written instructions to the escorting employee.
  - b. When local institutional assistance is needed, a copy of the written instructions shall be given to the Warden of the local institution when inter-island funeral travel is approved.
  - c. The local institution Warden shall assist the sending facility's escort employee in following his Warden's instructions when requested.
- .3 State vehicle transportation shall be arranged by the Warden or his designee, and such transportation (mileage cost) shall be paid for by the inmate or their family. All funeral attendance shall be completed in one day.
- a. All costs of inter-island travel shall be paid for in advance by either the inmate or their family for the escorting employee(s), as well as for the inmate.
  - b. All long-distance telephone calls and/or State vehicle transportation (mileage cost) necessary for funeral attendance shall be paid for by the inmate or their family.

#### **4.1 PROCEDURES (Mainland Branch/Out of State Inmates)**

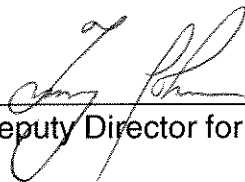
- .1 It shall be the responsibility of the Mainland Branch Administrator to notify the respective out-of-state facility during times of death and critical/terminal illness of a family member of an inmate.
- .2 In all cases, after facility notifications has been completed and referred to the facility Chaplain, the inmate shall be allowed to contact their family members via telephone.
- .3 With proper authorization from the Mainland Branch, the out-of-state facilities shall offer extended phone times to the inmate, video visitation if possible, and/or special family visits at the facility of incarceration. In addition, grief counseling shall be provided by the facility Chaplain.
- .4 With proper authorization from the Mainland Branch, the families may send in a copy of the funeral services via videotape or DVD to watch in private in the presence of the facility Chaplain. All U.S. postal mail shall be subject to inspection upon arrival at the out-of-state facility.

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## 5.0 SCOPE

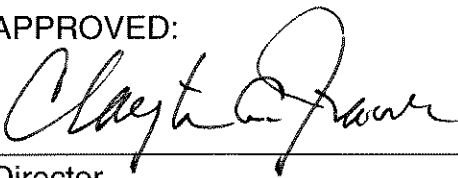
This policy applies to all Correctional facilities.

APPROVAL RECOMMENDED:

  
Deputy Director for Corrections

11/18/09  
Date

APPROVED:

  
Director

12/1/09  
Date